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Job Description : Fair Election Practices Commission Chair

University of Maine Student Government, Inc.

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Student Government Inc. Job Description



Position: Fair Election Practices Commission Chair	Term of Employment: One Year
Last Revision Date: March 09, 2021	Employee Type: Regular
Supervisor: VPFA	Department / Division: Fair Election Practices Commission
Base Pay Rate \$2175.00 1/2 Fall & 1/2 Spring - Bi-Weekly	Required Weekly Office Hours: To Average 3 Office hours per week/2 Out of Office Hours

Constitutional / Bylaw Duties: ☐

Specified in Document(s): Senate Bylaws, FEPC Guidelines

Required Job Tasks:

- 1 To conduct the elections of any Student Government executive officers, the General Student Senators, Rep Boards and Community Associations or any other recognized Student Government organization that requests assistance. Must put any and all referendum questions before the undergraduate student activity fee paying student body.
- 2 Serve as Chair of the FEPC commission and adhere to the policies set out in the FEPC Guidelines.
- 3 To ensure that elections are the fair, honest, and democratic.
- 4 To receive complaints of alleged election rule violations, investigate, conduct hearings, and report election rule violations to the GSS.
- 5 To print and tally ballots according to the FEPC Guidelines.
- 6 To fairly apportion Student Government voting districts; a process which shall be completed according to the by-laws of the GSS.
- 7 To create a permanent file of election results for future reference to be stored in the Offices of UMSG, Inc.
- 8 Periodically recommend changes to the FEPC Guidelines to the GSS.
- 9 Perform any other duties as required by the FEPC guidelines or the GSS.

Revised 42S-POL-45-03-09-2021

Revised 42S-POL-46-03-09-2021

Revised 12/05/2017 per 38S-EBC-90-12-05-2017

Previously Revised 11/12/2013 per 35S-06-11-12-13

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THE UNIVERSITY OF
MAINE
STUDENT GOVERNMENT INC.
APPLICATION FOR EMPLOYMENT

Name: _____
Last First Middle

Local Address: _____
Street/Hall (Apt/Room) City, State Zip

Contact Information: ____ () _____
Primary Phone E-Mail

Year in School: _____

GPA: *In order to be considered for employment, you must have at least a 2.5 cumulative GPA*

Position Applying For: _____

Experience: _____

Position Goals: _____

Three References: (At least one must be faculty or administration. The other two may be from the community. No relatives please.)

1. Name: _____ Position: _____

Address: _____ Phone: _____

2. Name: _____ Position: _____

Address: _____ Phone: _____

3. Name: _____ Position: _____

Address: _____ Phone: _____

Please enclose the following: 1) Resume, 2) Class Schedule for the semester you would potentially begin employment, 3) GPA (cumulative) - go to Maine Street, Student Center, Transcript: View Unofficial
3/21/20 For all SG Employees